



DEPARTMENT OF DEFENSE
PUBLICATION SYSTEM
CHANGE TRANSMITTAL

OFFICE OF THE SECRETARY OF DEFENSE
Assistant Secretary of Defense
(Force Management and Personnel)

CHANGE NO. 6
DoD 1401. 1-M-1
January 20, 1987

JOB-GRADING SYSTEM MANUAL FOR NONAPPROPRIATED
FUND INSTRUMENTALITIES

The Deputy Assistant Secretary of Defense (Civilian Personnel Policy), Office of the Assistant Secretary of Defense (Force Management and Personnel), has authorized the following changes to DoD 1401. 1-M-1, "Job Grading System Manual for Nonappropriated Fund Instrumentalities, " October 1981:

PAGE CHANGES

Remove: Pages 4-50 and 4-51

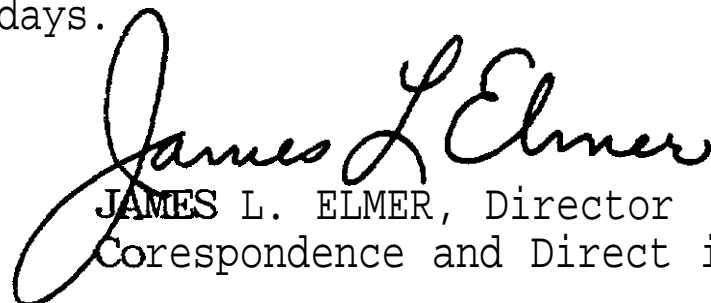
Insert: Attached replacement pages 4-50 and 4-51 and new pages 4-103a, 4-103b, and 4-103c.

Changes appear on page 4-50 and are indicated by marginal asterisks. The new pages bear the date of this Change Transmittal.

Previous changes: Change 1 was issued October 29, 1982; Change 2 on January 11, 1984; Change 3 on May 23, 1984; Change 4 on May 31, 1984; and Change 5 on March 22, 1985.

EFFECTIVE DATE AND IMPLEMENTATION

The above changes are effective immediately. Forward two copies of revised implementing documents to the Deputy Assistant Secretary of Defense (Civilian Personnel Policy, Office of the Assistant Secretary of Defense (Force Management and Personnel) within 120 days.


JAMES L. ELMER, Director
Correspondence and Directives

Attachments: 5 pages

WHEN PRESCRIBED ACTION HAS BEEN TAKEN, THIS TRANSMITTAL SHOULD BE FILED WITH THE BASIC DOCUMENT

c. ADMINISTRATIVE SUPPORT JOB-GRADING STANDARDS

<u>TITLE</u>	<u>SERIES</u>	<u>PAGE</u>	<u>GRADE LEVEL DESCRIPTION</u>	
Accounting Clerk/Technician	AS-0525	4-51	4-5-6-7	
Audit Clerk	AS-0503	4-65	4	
Bookkeeping Machine Operator	AS-0354	4-66	2-3	
Calculating Machine Operator	AS-0355	4-70	3-4	
Cashier	AS-0530	4-73	3-4-5-6	
Clerk-Stenographer	AS-0312	4-77	4-5-6	
Clerk-Typist	AS-0322	4-83	2-3-4-5	
Coding Clerk ¹	AS-0357	4-87		
Computer Clerk	AS-0335	4-91	4-5	
Computer Operator	AS-0332	4-93	5-6-7	
Courier	AS-0302	4-102	3-4	
* Editing Clerk	AS-1087	4-103A	5-6	*
Engineering Drafter	AS-0818	4-104	5-7	
Equipment and Facilities Clerk	AS-2005	4-107		
File Clerk	AS-0305	4-108	?-2-3-4	
Freight Rate Assistant	AS-2131	4-112	5-6	
General Clerical Series	AS-0303	4-113	1-2-3-4-5-6-7	
Insurance and Claims Clerk	AS-0998	4-119	4-5-6-7	
Keypunch Operator	AS-0356	4-125	3-4	
Library Aid	AS-1411	4-128	L	
Mail Clerk	AS-0305	4-129	2-3-4	
Management Assistant	AS-0344	4-133	5-6-7	
Office Machine Operator	AS-0350	4-136	2-3-4-5-6	
Payroll Clerk	AS-0544	4-144	4-5-6	
Personnel Clerk	AS-0203	4-150	5-6-7	
Photo Lab Technician	AS-1060	4-155	5	
Procurement Clerk	AS-1106	4-156	4-5-6	
Purchasing Agent	AS-1105	4-160	6-7	
Receptionist	AS-0304	4-167	3-4-5	
Safety and Security Technician	AS-0085	4-171	7	
Secretary	AS-0318	4-174	6-7	
Shipment Clerk	AS-2134	4-176	4	
Statistical Clerk	AS-1531	4-180	5-6-7	
Supply Clerk	AS-2005	4-184	3-4-5	
Supply Clerk (Inspection)	AS-2005	4-188	6-7	
Tape Librarian	AS-0335	4-190	6-7	
Telephone Operator	AS-0382	4-192	2-3-4	
Teletypist	AS-0385	4-195	4-5	
Travel Clerk	AS-2132	4-197	5-6-7	

¹**Grade** level evaluation by reference to separate DoD NAF job-grading standard.

DoD NAF ADMINISTRATIVE SUPPORT
JOB-GRADING STANDARD
ACCOUNTING CLERK/TECHNICIAN AS-0525-0

EXCLUSIONS:

- Positions requiring professional knowledge and application of accounting principles and theory in the design, development, installation, operation, or inspection of accounting systems; the audit or similar examination of accounts and records of transactions; or the examination, analysis, and interpretation of accounting reports. (See OPMPCS for Accounting and Budgeting Group GS-500 and 510 in OPM "PCS", reference (h).)
- Positions involving the performance of clerical work in the receipt, disbursement, examination, deposit, safekeeping, or other clerical processing of cash items. (See Cashier Series AS-530.)
- Positions involving primarily the examination. for accuracy, legality, compliance with regulations and justification of vouchers, invoices, claims, and other requests for payment. (See OPM PCS for Voucher Examining Series GS-540, reference (h).)
- Positions involving the maintenance and adjustment of inventory accounts, the records of property and Supply transactions, the record control of the establishment of stock levels, and the issuance of supplies and equipment, when such positions primarily require application of a knowledge of supply procedures. (See Supply Clerk Series AS-2005.)
- Positions involving technical support work in limited phases of computer specialist functions or similar tasks in installing or operating data processing systems. (See OPMPCS, reference (h), for Computer-Related Series GS-330-335 or Computer Operator Series AS-332.)
- Positions involving primarily the operation of a bookkeeping machine on other than an incidental basis. (See Bookkeeping Machine Operator Series AS-354.)
- Positions involving primarily the computation and verification of pay, maintenance of records, and preparation of related reports as well as maintenance, review, and disposition of time and leave records. (See Payroll Clerk Series AS-544.)

TITLES :

The title for nonsupervisory positions at the AS-4 level is ACCOUNTING CLERK. For positions at AS-5 and above, the title is ACCOUNTING TECHNICIAN.

The DoD Accounting Clerical standards are presented in a modified factor format, utilizing five pertinent factors. If existing position descriptions provide the necessary information, there shall be no need to rewrite the description in a factor format. When accounting clerical positions need rewriting for classification purposes, the new description shall be prepared in the format of the DoD Standard.

DOD NAF ADMINISTRATIVE SUPPORT
JOB GRADING STANDARD

EDITING CLERK AS-1087 -(I

GENERAL STATEMENT :

This standard includes positions which provide clerical assistance of an editing nature such as proofreading, verification of information and/or factual data, and the preparation of written matter.

Positions of this nature review and correct written dictated or draft material for grammar, punctuation, or spelling. The work does not require a knowledge of the subject matter involved in the reports, articles, or administrative issuances being published.

Editing **clerks** correct obvious errors of fact. They observe internal factual inconsistencies in the material, such as spelling of proper names, references, and citations. They verify the accuracy of statements, figures, illustrations, and subject-matter terms by referring to standard reference works, other published material, their supervisor, and the author. They compare illustrations, photographs, tables and charts with the text to ensure that they are pertinent and consistent. They make use of standard source and reference works, such as dictionaries, thesauri, style **manuals**, writers' guides, **etc.**, and their own knowledge and observation.

EDITING CLERK AS-1087-0-5

Nature and variety of work. positions at this level involve performance of clerical tasks which require the application of a knowledge of general editing procedures, basic regulations and pertinent office practices. The tasks are day-to-day recurring in nature and are executed in accordance with well established procedures and methods from which deviations are made only upon instructions from supervisory or higher-level technical personnel.

Nature of supervisory control exercised over the work. The Editing Clerk AS-5 is under the supervision of a supervisor who determines the work assignments and typically gives detailed initial instruction and specific explanation of the sequence and application of the work procedures and methods. Then incumbent refers to the supervisor questions which involve deviations from established procedures or situations where the guides and reference material cannot be applied to the standard method or require explanation or interpretation.

Nature of available guidelines. Guidelines available to incumbents of positions at this level consist of oral or written instructions presenting detailed, specific operating procedures, and the sequence of steps to be followed. Other guide material consists of samples of standard clauses, illustrative form **materials, regulations,** and directives applicable to the work assigned.

Purpose and nature of person-to-person work relationships. Personal work contacts are mainly with co-workers and supervisors. Such contacts are primarily to secure clear and specific information required, or to obtain clarification of various discrepancies or **omissions,** or to verify factual information and data from office records. Accordingly, there are contacts with personnel of other units or with writers and authors for clarification of data or omissions.

Nature and scope of recommendations, decisions, commitments, and conclusions. Positions at this level do not include the making of commitments. A degree of judgment, **however,** is required in the performance of duties.

EDITING CLERK AS-1087-6

Nature and variety work. The nature of the tasks performed by the Editing Clerk AS-6 is predominantly clerical, based upon a thorough knowledge of the **rules,** regulations and practices relating to editing activities. Positions at this level differ from those at the AS-5 level in the degree of initial responsibility assumed, the degree of experienced judgment required, and the execution of assignments complicated by factors which are not completely resolved by direct application of guide and reference source materials.

Nature of supervisory control exercised over the work.

Editing Clerks AS-6 are under the general supervision of personnel of higher levels who make assignments and determine the urgency and priority of particular tasks. They are comparatively free from close supervision, direction or aid in the technical and procedural aspects of the daily work and are held responsible for the accuracy and timely accomplishment of their work. The work is reviewed generally upon completion, except when earlier review is specifically requested by incumbents to obtain the advice and opinion of supervisors on matters of policy, or where situations occur which represent major deviations from established **rules**, regulations, or precedents requiring authoritative decisions from higher-level employees.

Nature of available guidelines. Employees at this level are expected to possess a more intensive knowledge of the contents of available guide and source materials so as to execute their assignments with a minimum of reference to the guides. The incumbent makes extensive searches of the guide and source materials in determining whether or not a special or unusual situation is covered by established rules, regulations, or precedents or whether the problem should be referred to supervisory or technical personnel for decision.

Purpose and nature of person-to-person work relationships.

The nature and purpose of personal work relationships are similar at this level to those of Editing Clerk AS-5 although the area of contact with personnel of higher levels and authors is broader as a result of the greater responsibilities in these positions.

Nature and scope of recommendations, decisions, commitments, and conclusions.

Incumbents at this level make recommendations concerning the improvement upon editing methods and rearrangement of format, and layout details. Judgment, based upon the incumbent's experience and an intensive knowledge of the guide and source **materials**, is required in recognizing situations that present major deviations from established policies and rules and therefore require reference to technical personnel in higher grades.